

Wisconsin Department of Safety and Professional Services (DSPS)

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Barbering & Cosmetology 2015 Renewal FAQs

(Pertains to all licenses issued by the former Barbering & Cosmetology Examining Board, and newly issued Barber licenses.)

When can I renew my license?

The renewal period opens February 16, 2015. The renewal deadline is March 31, 2015.

How can I renew my license?

For fastest renewal processing, log into our website beginning February 16, 2015 to renew:

<https://online.drl.wi.gov/UserLogin.aspx>

I don't want to renew online – how can I get a paper form?

Contact our renewal office with your license number, email address, and mailing address to request renewal forms. Call (608)266-2112 or email DSPSRenewal@wisconsin.gov.

If I miss the renewal deadline, can I still renew?

You can still renew the license. There is a late fee of \$25.

What is the fee to renew?

The renewal fee is \$82. If you are renewing an expired license, a late fee of \$25 will be added.

Do I need to complete Continuing Education (CE) to renew?

- If your Initial License was issued on or after April 1, 2013 – No CE is required.
- If you are renewing a license with an expiration date of March 31, 2013 or later, then you must complete the CE requirements for 2015.
- If you were eligible to renew in 2011, but did not complete the CE required at the time – You must complete the CE required for the 2011 renewal to bring your license current. (Does not apply to School, Establishment, or Instructor Licenses.)

I did not complete CE for the 2011 renewal – what CE do I need in order to renew?

You are required to complete 2011 CE requirements. Visit our website at <http://dsps.wi.gov/Licenses-Permits/Credentialing>, click the *Business Professions* link, select your profession from the list, click on *Continuing Education Information*, and scroll down to the *March 2011 Renewal* section for complete details.

How do I change the name of my Establishment License?

When you renew online or with the paper form, report the new name. You can also log into our website at <https://online.drl.wi.gov/UserLogin.aspx> to update the name of your business. Please note that name changes are only available for establishments where ownership has not changed.

How do I transfer ownership of my Establishment License?

You cannot transfer ownership of the existing license. You must apply for a new license. Visit our website at <http://dsps.wi.gov/Licenses-Permits/Credentialing>, click the *Business Professions* link, select your profession from the list, and click on *Applications Forms* for complete details.

My Establishment is moving – how do I update my address?

You cannot change the location of the existing license. You must apply for a new license. Visit our website at <http://dsps.wi.gov/Licenses-Permits/Credentialing>, click the *Business Professions* link, select your profession from the list, and click on *Applications Forms* for complete details.

Wisconsin Department of Safety and Professional Services

TRANSITIONING LICENSE QUESTIONS-~~TRANSITIONING YOUR LICENSE IS NO LONGER AVAILABLE.~~

If I transition from Cosmetology to Barbering, can I switch back later?

No. Once the license is transitioned to Barbering it cannot switch back to Cosmetology. If you wish to practice Cosmetology in Wisconsin after transitioning to Barbering, you must apply for a new license.

INACTIVE454 STATUS QUESTIONS

What is Inactive454 Status?

2011 Wisconsin Act 190 created statutory provisions for certain Barbering credentials and certain credentials issued by the Cosmetology Examining Board to request Inactive Status. Inactive Status is available for those credential holders who no longer intend to practice, but wish to keep the credential current instead of letting it expire.

Who is allowed to go on Inactive454 Status?

Cosmetology Managers, apprentices, and Practitioners, Barbering Managers, apprentices, and Barbers, Aestheticians, Electrologists, and Manicurists are eligible to request this status, and must meet certain criteria to be placed on Inactive454 Status.

Who is NOT allowed to go on Inactive Status?

Schools, Instructors, and Establishments of Barbering, Cosmetology, Aesthetics, Electrology, and Manicuring are not allowed to be placed on Inactive454 Status.

What are the criteria I must meet to be placed on Inactive454 Status?

- Your license status must be in good standing before being placed on Inactive Status. So, if you missed the 2011 renewal, you must complete the 2011 Continuing Education requirements and pay the \$25 late fee (in addition to the prorated 2015 renewal fee) before you can be placed on Inactive Status.
- You must complete the 2015 renewal application and pay a prorated renewal fee of \$41 (add \$25 if renewing an expired license).
- You must submit Form R454 along with the renewal application and fees.

Can I apply for Inactive454 Status online?

No. If applying for Inactive454 Status at the time of renewal you must request a paper renewal application. Email our renewal office with your license number, email address, and mailing address to request renewal forms. Email DSPSRenewal@wisconsin.gov or call (608)266-2112. You must also submit Form R454 which can be found on our website. Visit <http://dsps.wi.gov/Licenses-Permits/Credentialing>, click the *Business Professions* link, select your profession from the list, and select *Renewal Information* to find the form. Fax to (608)251-3036 or mail to DSPS – Renewal, PO Box 8935, Madison, WI 53708-8935.

I am renewing late – can I still request Inactive454 Status?

You may request Inactive454 Status once your license is current and you have completed all necessary requirements, including CE and the Certificate of Legal Status (CLS), and have paid all associated fees.

- If you missed the 2011 renewal, you must complete the 2011 Continuing Education requirements and pay the \$25 late fee (plus the prorated 2015 renewal fee) before you can be placed on Inactive454 Status.
- If you missed the 2013 renewal, and you renew before April 1, 2015, you do not need to complete CE to be placed on Inactive454 Status.
- If you renew after March 31, 2015, you must complete all 2015 requirements, including CE, to bring your license current before you can be placed on Inactive454 Status.

Wisconsin Department of Safety and Professional Services

Can I do any work on Inactive454 Status?

Rules have been published which define minimal practice for Barbers. Barbers on Inactive454 Status may not receive compensation for barbering services and may not practice in a licensed barbering establishment.

Rules are still being written to define minimal practice for licenses issued by the Cosmetology Examining Board. At this time, those applying for Inactive454 status must refrain from all practice. Rules will be published soon which will define minimal practice.

Can I still purchase products at a discount on Inactive454 Status?

Credentials on Inactive454 Status are considered to be Current and eligible for the same professional discounts extended to those who hold a credential on Active status.

I renewed, and then decided I want to go on Inactive454 Status - Can I? If so, can I get a refund of \$41?

You can still apply for Inactive454 Status. Complete and return Form R454 which can be found on our website. Visit <http://dsps.wi.gov/Licenses-Permits/Credentialing>, click the *Business Professions* link, select your profession from the list, and select *Renewal Information* to find the form.

To be eligible for a refund of \$41, you must request it within 18 months of the payment date **and** you must submit a written request attesting that you have not worked with your credential even 1 day since it was renewed. Include this written request with Form R454. If you worked even 1 day since the credential was renewed, you are not eligible for a refund.

I went on Inactive454 Status and now want to go back to work. What do I do?

You must meet all requirements of the current renewal (including CE and CLS), and submit your renewal form, a written request for the credential to return to Active status, and the remaining \$41 fee. Allow 10-15 business days for processing. Fax to (608)251-3036 or mail to DSPS – Renewal, PO Box 8935, Madison, WI 53708-8935.

Does Inactive454 Status Expire?

All Active licenses and Inactive454 licenses expire on the same date. The credential status will change from Inactive454 to Expired just as an Active license will. DSPS will mail renewal reminder postcards to credential holders with Inactive454 status 6-8 weeks prior to the expiration date of March 31, 2015.